



# UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES, ATLANTIC  
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Subj: CAREER RETENTION PROGRAM

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(e) MCO 1560.21  
(f) MCO 1560.24  
(g) MCO 1560.15  
(h) MCO 1040.43  
(i) MCO 1040.43A  
(j) MCO 1306.17  
(k) MCO 1040.42  
(l) SECNAVINST 1120.11

Encl: (1) Locator sheet

1. Purpose. To define the nature and scope of the Career Retention Program within U.S. Marine Corps Forces, Atlantic (MARFORLANT), U.S. Marine Corps Bases, Atlantic (MARCORBASESLANT), and Fleet Marine Force, Atlantic (FMFLANT).
2. Cancellation. FMFLANTO 1040.1H.
3. Background. Reference (a) is the primary Marine Corps Order for information and policy. This Manual implements the reference for MARFORLANT/MARCORBASESLANT/FMFLANT.
4. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.
5. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commander, U.S. Marine Corps Forces, Atlantic (AC/S, G-1) via the chain of command.
6. Certification. Reviewed and approved this date.

J. M. MCNEAL  
Chief of Staff

DISTRIBUTION: A



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ENCLOSURE (1)





# CAREER RETENTION PROGRAM

## RECORD OF CHANGES

Log completed change action as indicated.

| Change<br>Number | Date of<br>Change | Date<br>Entered | Signature of Person<br>Incorporated Change |
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## CAREER RETENTION PROGRAM

### INTRODUCTION

0001. PURPOSE. The objective of the MARFORLANT Career Retention Program is to establish and maintain a vigorous information and counseling effort to retain the most highly qualified Marines.

0002. STATUS

1. The concept of the career retention program goes far beyond the basic goals of retention evidenced in programs of an earlier era. Modern warfare has placed an increased emphasis on the quality of individual Marines needed to operate weapons systems. Further, the armed services have experienced increased competition from the business world for quality individuals needed for our career force. As a result, the concept of career retention was generated out of the realization that recognition of the needs of the individual was necessary to achieve not only the desired manpower levels, but also the quality necessary to meet increasing standards of competence demanded by modern warfare.

2. As the systems and tools of warfare continue to evolve and become more complex, one basic factor remains. The individual Marine is still required to operate, maintain and employ the tools of war. The United States Marine Corps has a proud tradition of recruiting and retaining the highest quality of technically, tactically and morally qualified men and women. The MARFORLANT career retention effort exists to ensure that this tradition continues by maintaining a vigorous retention program that is in consonance with the policy promulgated by the Commandant of the Marine Corps.

3. In the execution of the stated objectives, the MARFORLANT Career Retention Specialist is available to provide technical staff assistance to subordinate echelons throughout MARFORLANT. The MARFORLANT Career Retention Specialist provides pertinent information and essential liaison with the Enlisted Assignment Branch (MMEA) at Headquarters Marine Corps.

0003. RESPONSIBILITY. The responsibility for accomplishing the career retention mission rests with the Commanding Officer. However, complete success depends on the efforts of all Officers, Staff Noncommissioned Officers and Noncommissioned Officers. Unprofessional attitudes and incorrect or less than frank advice send an undesirable message to our Marines. The phrase "Marines take care of their own" must not be mere words or wishful thinking. Those organizations which are tactically and technically proficient, have an equitable system of justice and rewards, and are efficiently administering myriad needs associated with Marines will accomplish their mission. Our future leadership is a direct result of today's career retention program.



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## CHAPTER 1

### ADMINISTRATION

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## CHAPTER 1

### ADMINISTRATION

1000. GENERAL. Reenlistment involves the execution of an entirely new contract between the Marine and the Marine Corps. This contract is the basic agreement which establishes the legal relationship between the United States Government and an enlisted service member. A reenlistment replaces either a current enlistment/reenlistment contract, or one which has been terminated by separation. All reenlistments will be for general service. All commands will comply with these administrative responsibilities concerning record keeping, SRB entries, and interview input per reference (a) and this Manual.

1001. INTERVIEWS. Interviews will be conducted in the following manner:

#### 1. First-Term Interviews

a. Career Retention Specialist's initial interview will be conducted between 26 and 24 months prior to the Marine's Expiration of Active Service (EAS).

b. First Term Alignment Plan (FTAP) interview will be conducted between 1 June and 1 September prior to the fiscal year in which the Marine is eligible to reenlist and in which the Marine's EAS occurs. Both the Commanding Officer and the Career Retention Specialist will conduct FTAP interviews.

c. EAS interviews will be conducted between 6 and 4 months before the Marine's EAS. Both the Commanding Officer and Career Retention Specialist will conduct EAS interviews.

#### 2. Career Marine Interviews

a. Twelve month interviews will be conducted between 14 and 12 months prior to the Marine's EAS. The Career Retention Specialist will conduct the 12 month interview.

b. EAS interviews will be conducted between 6 and 4 months before the Marine's EAS. Both the Commanding Officer and Career Retention Specialist will conduct EAS interviews. If the Marine has submitted a reenlistment request, the EAS interview is not required.

1002. INDIVIDUAL REENLISTMENT/EXTENSION (IRE) CASE FOLDER. IRE case folders are initiated on each Marine when a Reenlistment Extension Lateral Move (RELM) is submitted. Case folders will contain all documents pertaining to the reenlistment/extension. Case folders will be maintained for a period of two years.

1003. MONTHLY CAREER RETENTION REPORT. All commands with an assigned numerical retention mission by MARFORLANT must submit their report to this Headquarters not later than the 5th of the month following the reported month.

1004. SERVICE RECORD BOOKS (SRB) ENTRIES. Only entries specifically required by reference (b) will be placed in the SRB. For the most part, these entries are determined during Commanding Officer and Career Retention Specialist interviews. Career Retention Specialists must develop rapport between themselves, the Commanding Officer, and the unit administrative section to ensure the timely and accurate recording of required SRB entries, particularly those required by paragraph 4010.3 of reference (b).

1005. ERRONEOUS REENLISTMENTS. All erroneous reenlistments must be reported to the MARFORLANT Career Retention Specialist as soon as they are identified.

1006. INSPECTIONS. Inspections are an important tool in evaluating the Career Retention Program in a unit. As a general rule, Career Retention Inspections should cover the broad spectrum from all necessary administrative requirements to various salesmanship techniques used by the commander and his unit Career Retention Specialist.

a. Commanders shall conduct annual inspections of their subordinate units to ensure that a vigorous Career Retention Program is maintained.

b. This Headquarters will conduct staff assist visits in conjunction with requests by subordinate commands. Written requests for assistance visits should be submitted to this Headquarters at least 15 days prior to the date requested. A reply by this Headquarters will be returned to the command indicating whether or not the dates requested are agreeable. Appendix (A) will be used during the conduct of the assistance visit.

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## CHAPTER 2

### CAREER ENHANCEMENTS

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## CHAPTER 2

### CAREER ENHANCEMENTS

2000. GENERAL. The role of the Career Retention Specialist has and will continue to evolve. In an effort to maintain only the highest qualified Marines, the Marine Corps has established certain standards to be met as a condition for promotion and reenlistment. This Chapter outlines areas of responsibility as they pertain to career counseling.

2001. SPECIAL ASSIGNMENTS. Special assignments are beneficial for any Marine desiring to remain in our Corps. Career Retention Specialists are to provide Marines with sufficient knowledge to enable them to make sound decisions concerning special assignments. Career Retention Specialists will familiarize themselves with all aspects of such assignments. Figure 2-1 lists the references needed.

1. Selection for special assignments may be voluntary or involuntary. In all cases, Marines selected will be screened prior to issuing orders. (Procedures for screening can be found in reference (c).) See Figure 2-1.

2. Requests for special assignments will be routed through the chain of command to ensure that appropriate screening is conducted. The screening checklist must be completed by the Marine's command prior to departing for any special duty assignment. Improper/Inadequate command screening creates turbulence to commands, wastes PCS/TAD funds that could be better utilized, and places our Marines and their families in difficult situations. It is the Commanding Officer's responsibility to screen their Marines--this should not be delegated.

2002. PROFESSIONAL MILITARY EDUCATION (PME). PME is an integral part of every Marine's military development. This paragraph summarizes courses required for each grade/rank as delineated in reference (d).

1. Noncommissioned Officer (NCO) Program. The NCO program focuses on developing warfighting and leadership skills that facilitate success in battle, and on providing the ability to teach those skills to subordinate Marines. The NCO program has four components:

- a. Fundamentals of Marine Corps Leadership (FMCL). This distance education course is designed to help newly promoted or prospective NCOs master the difficult art of leadership. It provides examples of, and procedures for, effective leadership in garrison and combat situations.

b. Command-sponsored Corporals Course (CSCC). The Marine Corps University developed this program to standardize education for corporals throughout the Marine Corps. The curriculum concentrates on leadership and military training. This course is not a prerequisite for attending the Staff Noncommissioned Officers (SNCO) Academy Sergeants Course.

c. Sergeants Distance Education Program (SGTDEP). This program develops the skills, knowledge, and military judgment necessary to fulfill the duties and responsibilities required of an NCO. Completion is a prerequisite for attending the Sergeant's Course.

d. SNCO Academy Sergeants Course (SNCOASC). The Sergeants Course is the resident PME course designed to enhance the experience, skill, knowledge, judgment, and confidence of NCOs holding the rank of Sergeant.

2. SNCO Career Program. The SNCO Career Program continues the development of skills essential for battlefield success emphasizing the ability to conduct and supervise unit training. The SNCO Career Program has two components:

a. SNCO Career Distance Education Program (SNCOCADEP). The SNCOCADEP builds on the Sergeants Course's curriculum with the specific purpose of developing an effective Marine SNCO. Sergeants are required to enroll in the SNCOCADEP when they have completed the Sergeants Course. Completion is a prerequisite to attend the resident SNCOACC.

b. SNCO Academy Career Course (SNCOACC). A resident PME course designed for Staff Sergeants and Staff Sergeant selects. The course builds on previous PME in a rigorous learning environment with extensive practical application.

3. SNCO Advanced Program (SNCOAP). The SNCOAP focuses on battle leadership at company level and the management of unit training. The SNCOAP has three components:

a. SNCO Advanced Distance Education Program (SNCOADEP). Broader in scope than the career-level program, the SNCOADEP further develops a SNCO's abilities to manage unit training responsibilities and company-level combat duties. All Staff Sergeants are required to enroll in the SNCOADEP once they complete the SNCOACC. Completion of this program is a prerequisite to attend the resident SNCO Academy Advanced Course.

b. SNCO Academy Advanced Course (SNCOAAC). A course that completes the formal, resident enlisted PME process for Gunnery Sergeants and Gunnery Sergeant selects. The SNCOAAC is designed to improve the military judgment, leadership, training management techniques, and confidence level of gunnery sergeants.

c. Warfighting Skills Program (WAFSKIP). This Marine Corps Institute (MCI) WAFSKIP distance education program teaches Marine Corps doctrine, focusing on infantry tactics, and its application at the company level. Staff Sergeants and above are encouraged to enroll in the program. WAFSKIP is required for promotion to first sergeant and master sergeant. All (PME) for a Marine's current grade must be completed to enroll in the WAFSKIP.

4. SNCO Senior Program. This program provides professional forums for discussing contemporary issues and disseminating information to the senior enlisted leadership of the Marine Corps. The SNCO Senior Program has three components:

a. First Sergeants Course. This course prepares Gunnery Sergeants selected for First Sergeant or recently promoted First Sergeants for leadership and administrative challenges a First Sergeant faces and facilitates transition to the 9999 Military Occupational Specialty (MOS). This course does not preclude a First Sergeant from attending the First Sergeant/Master Sergeant Regional Seminar.

b. First Sergeant/Master Sergeant Regional Seminars. Marine should attend at least one of these seminars while a First Sergeant or Master Sergeant; however attendance is not a prerequisite for promotion to Sergeant Major/Master Gunnery Sergeant.

c. Sergeant Major/Master Gunnery Sergeant Symposium. Marines are required to attend one of these symposia during their time in grade as Sergeant Major or Master Gunnery Sergeant, and are encouraged to attend them periodically thereafter.

2003. CAREER OPPORTUNITIES. The Marine Corps offers different career options for qualified individuals. Some of these options are college programs. Career Retention Specialists will assist Marines who are contemplating any of these programs. Current information pertaining to the below listed programs should be maintained by the unit Career Retention Specialist.

1. Degree Completion Program for Staff Noncommissioned Officers (SNCODCP). The SNCODCP provides selected Marine Staff Noncommissioned Officers with the opportunity to complete a baccalaureate degree program in designated academic disciplines which directly relate to

Marine Corps billet requirements by attending a civilian college or university as a full time student. For more information concerning eligibility requirements and application information refer to the reference (e).

2. SNCO Year Out Program (SNCOYOP). The SNCOYOP provides selected Gunnery Sergeant and Master Sergeant with the opportunity to work and train with the private sector to gain and exchange experience and knowledge. For more information concerning eligibility requirements and application information refer to the current year MARADMIN.

3. Broadened Opportunity for Officer Selection and Training (BOOST) Program. The BOOST program provides an educational enhancement opportunity for all Marine enlisted personnel from educationally deprived or culturally differentiated backgrounds, regardless of race, color, sex, religion, or national origin, that can improve their chances for qualifying for a commissioning program. This program is open to all active duty Marines meeting the eligibility and academic requirements specified in reference (f).

4. Russell Leadership Conference. Participants are E-9's that generally have less than 2 years in grade. The Russell leadership conference provides the Commandant and Sergeant Major of the Marine Corps with a platform to receive feedback from senior leaders on crucial leadership challenges confronting our Corps.

2004. OFFICER PROGRAMS. Officer programs provide an opportunity for enlisted Marines to achieve careers as Marine Corps officers.

1. Marine Corps Enlisted Commissioning Education Program (MECEP). This program provides the Marine Corps with regular officers having a scientific background. It provides an opportunity for outstanding enlisted men and women on active duty to achieve careers as Marine Corps Officers. Eligibility requirements are specified in reference (g) and board dates are scheduled in the 1560 Series Marine Corps Bulletins (MCBuls) published annually.

2. Enlisted Commissioning Program (ECP). This program provides an opportunity to gain commissioning status for enlisted Marines. Eligibility requirements are specified in reference (h) and board dates are published in the 1040 Series MCBuls annually.

3. Meritorious Commissioning Program (MCP). The MCP provides Commanding Officers the opportunity to identify enlisted Marines with superb leadership qualities who have not completed a baccalaureate degree and nominate them for a commission. Eligibility requirements are specified in reference (i) and board dates are published in the 1040 Series MCBuls.

4. Naval Academy. The Naval Academy offers an outstanding opportunity for qualified Marines to embark on careers as officers in

the Marine Corps or Navy. Eligibility requirements are specified in reference (j) and in the 1530 Series MCBuls published annually.

5. Enlisted to Warrant Officer (Gunner) Program. The Gunner program is designed to take qualified applicants from the ranks of infantry senior Staff Noncommissioned Officers and designate them "Marine Gunners." Eligibility requirements and guidance on the application process are specified in the 1040 Series MCBuls published annually, and in reference (k).

6. Warrant Officer (WO) Program. The Warrant Officer Program will be used to provide technical officers/specialists who perform duties that require extensive knowledge of a particular MOS. Eligibility requirements and guidance on the application process are specified in reference (k), in the 1040 Series MCBuls published annually and in reference (l).

7. Naval Reserve Officer Training Corps (NROTC) College Scholarship Program. This program provides a four-year education at some of the finest colleges and universities across the country. Programs for two or three years are also available. Eligibility requirements are specified in reference (j) and the current Navy-Marine Corps NROTC College Scholarship Bulletin that solicits applications.

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## CHAPTER 2

### SUPPORTING DIRECTIVES AND REFERENCES

MCO 1040.42A LIMITED DUTY OFFICER (LDO) AND WARRANT OFFICER (WO) PROGRAMS

MCO 1040.43A ENLISTED-TO-OFFICER COMMISSIONING PROGRAMS

MCO P1326.6D SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR SPECIAL DUTY ASSIGNMENTS AND INDEPENDENT DUTIES (SHORT TITLE: SDAMAN)

MCO 1530.11G APPLICATION FOR NOMINATION TO THE U.S. NAVAL ACADEMY AND NAVAL ACADEMY PREPARATORY SCHOOL

MCO 1560.15L MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP)

MCO 1560.21D STAFF NONCOMMISSIONED OFFICERS DEGREE COMPLETION PROGRAM

Figure 2-1.--Supporting Directives and References





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## CHAPTER 3

### DEPLOYED MARINES

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### CHAPTER 3

#### DEPLOYED MARINES

3000. GENERAL. Deployed units can establish a successful retention program if the unit Career Retention Specialist is allowed to properly execute his duties and a positive retention climate is fostered by the leadership of the unit. Many Marines rapidly approach their EAS upon returning from deployment. These Marines need to be interviewed/counseled to ensure we retain our best Marines.

#### 3001. RESPONSIBILITIES

1. Parent Command. There are career retention matters that require attention prior to deployment for all Marines. The parent command will ensure the following is completed prior to detaching a Marine for deployment:

a. All required interviews are completed and a copy of the Career Planning Contact Record (1133) is placed in the Marine's SRB.

b. The Marine has sufficient obligated service to complete the deployment.

c. All requests for reenlistment for career Marines are routed through the chain of command and submitted to CMC (MMEA-6) via the Total Force Retention System (TFRS). Once the request has been approved, forward it to the gaining command Career Retention Specialist.

d. All requests for reenlistment for first term Marines are routed through the chain of command and, if time permits, submitted to CMC (MMEA-6) via the Total Force Retention System (TFRS). Once request has been approved, forward to gaining command Career Retention Specialist. If request cannot be submitted prior to detaching ensure the original request, complete with command endorsements, is forwarded to gaining command Career Retention Specialist for submission.

2. Gaining Command. Retention is an ongoing process and the gaining command will have a responsibility to ensure the Marines are taken care of during deployment. The administration and reporting of career retention matters will be the responsibility of the unit that has the administrative control of the individual and holds their SRB. During deployment the gaining command will ensure the following:

a. All required interviews are completed and a copy of the Career Planning Contact Record (1133) is placed in the Marine's SRB.

b. Notify parent command when their Marines have submitted for or executed reenlistment/extension.

c. Route all requests for special assignment through the Marine's parent command.

3002. ASSISTANCE. Additional assistance can be requested from the MARFORLANT Career Retention Specialist at DSN 565-4179 or FAX DSN 565-4078.

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## APPENDIX A

### CAREER RETENTION SPECIALIST ASSIST VISIT CHECKLIST

- 040 CAREER PLANNING  
Functional Area Manager: MMEA-6  
Point of Contact: MAJOR MELORO, DSN 224-2868  
Date Last Revised: 08 November 2001
- 040 01 CAREER PLANNING OFFICER INSPECTION CHECKLIST
- 01-01 Did the Commanding General/Commanding Officer assign a Career Planning Officer in writing?  
\_\_\_\_\_ Reference: REF MCO P1040.31H, PAR 1001.2
- 01-02 Did the Career Planning Officer direct liaison between the Career Planner and Enlisted Retention and Counseling Section (MMEA-6)?  
\_\_\_\_\_ Reference: REF MCO P1040.31H, PAR 1001.3
- 01-03 Did the Career Planning Officer ensure the Career Planner was not assigned additional duties which would either compromise the position or require an inordinate amount of time?  
\_\_\_\_\_ Reference: REF MCO P1040.31H, PAR 3001.4
- 01-04 Did the Career Planning Officer ensure the Career Planner was properly trained?  
\_\_\_\_\_ Reference: REF MCO P1040.31H, PAR 3005
- 01-05 Is the Career Planning Officer aware of the current FY FTAP goal and apportioning requirements?  
\_\_\_\_\_ Reference: MARADMIN 394/99
- 01-06 Did the Career Planning Officer help facilitate, through the Career Planner, the execution of an adequate plan, developed by the Commanding General/Commanding Officer and the Command Sergeant Major, to meet the current FY FTAP goal?  
\_\_\_\_\_ Reference: MARADMIN 394/99
- 01-07 Is the Career Planning Officer aware and actively engaged in all NCOIC and IG inspections?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003

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### 040 02 DETAILED NCOIC INSPECTION CHECKLIST

- 02-01 Did the Commanding General/Commanding Officer assign a NCOIC Career Planner in writing?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 1001.2
- 02-02 Did the NCOIC conduct monthly meetings with all subordinate Career Planners and all acting subordinate Career Planners?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003
- 02-03 Was regularly scheduled PME conducted with unit Career Planners, Officers, SNCO'S, NCO'S, and first term Marines?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003
- 02-04 Was an indoctrination program established for new Career Planners of 30/60/90/ days?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003
- 02-05 Are letters of appointment for all assigned Career Planners maintained at the appropriate levels?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003
- 02-06 Does the NCOIC have training jackets on all subordinate Career Planners? Do these jackets include PME classes held and inspection results?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003
- 02-07 Did the NCOIC advise the Commanding General/Commanding Officer of current Marine Corps policies?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003
- 02-08 Has the NCOIC kept subordinate Career Planners informed with the most up to date information and materials?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003
- 02-09 Does the NCOIC review the current boatspace report and pertinent fiscal year FTAP apportioning requirements?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003, MARADMIN 394/99
- 02-10 Does the NCOIC ensure the Commanding General/Commanding Officer and Sergeant Major understand respective apportioning requirements? Does the NCOIC, with the Commanding General/Commanding Officer and command Sergeant Major develop a strategy to achieve all apportioning requirements?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3003, MARADMIN 394/99

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02-11 Does the NCOIC ensure the unit Career Planners understand their apportioning requirements?

Reference: MCO P1040.31, PAR 3003, MARADMIN 394/99

02-12 Does the NCOIC monitor the progress of each Career Planner in obtaining apportioning requirements?

Reference: MCO P1040.31H, PAR 3003, MARADMIN 394/99

### 040 03 DETAILED INSPECTION CHECKLIST

03-01 Did the Career Planner demonstrate satisfactory knowledge and understanding of the various types of reenlistments?

Reference: MCO P1040.31 H, PAR 4100

03-02 Did the Career Planner demonstrate satisfactory knowledge and understanding of the reenlistment eligibility criteria, and how to whom and when they should be applied?

Reference: MCO P1040.31H, PAR 4103

03-03 Did the Career Planner demonstrate satisfactory knowledge and understanding of the purpose and scope of the request procedures for waiver of reenlistment eligibility criteria?

Reference: MCO P1040.31H, PAR 4105

03-04 Did the Career Planner demonstrate satisfactory knowledge and understanding of the policy and procedures for canceling voluntary extensions of enlistment?

Reference: MCO P1040.31 H, PAR 4201

03-05 Does the Career Planner demonstrate thorough knowledge of the current FY FTAP goal and unit apportioning requirements? Did the Career Planner maintain the appropriate reference?

Reference: NONE

03-06 Did examination of service record books reveal the command was complying with career planning administrative requirements?

Reference: MCO P1040.31 H, PAR 6007

03-07 Did the command demonstrate satisfactory knowledge and understanding of the purpose and types of career planning interviews?

Reference: NONE

03-08 Did the examination of service record books reveal the command was properly conducting required interviews?

Reference: MCO P1040.31H, PAR 6005

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- 03-09 Did the command have a satisfactory interview management system?  
\_\_\_\_\_ Reference: MCO 1040.31H, PAR 6006
- 03-10 Does the Career Planner understand the responsibility and procedures between parent and host commands regarding FAP and TAD Marines?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 1002.5.C & D
- 03-11 Did the personnel responsible for enlisted career planning have immediate access to the minimum required references?  
\_\_\_\_\_ Reference: MCO P1040.31H, APDX A
- 03-12 Did the Command comply with instructions concerning the submission completion of the Statement of Understanding?  
\_\_\_\_\_ Reference: MCO 7220.24M
- 03-13 Did the Command attach the SRBP Statement of Understanding to the DD Form 4?  
\_\_\_\_\_ Reference: MCO 7220.24M, PAR 10B-2
- 03-14 Was the selective reenlistment bonus program Statement of Understanding certified by the Commanding Officer and filed properly?  
\_\_\_\_\_ Reference: MCO 7220.24M, PAR 10A-4
- 03-15 Was the Oath of Enlistment/Extension administered by a commissioned officer?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 4109.A
- 03-16 Does the career planning fall under the cognizance of the G-1/S-1?  
\_\_\_\_\_ Reference: MCO P1040 .31H, PAR 1002.5A
- 03-17 Was the proper reenlistment code assigned upon discharge?  
\_\_\_\_\_ Reference: MCO P1040.31H, FIG 6-2
- 03-18 Did the command properly complete the Career Planning Contact Record?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 6005.3
- 03-19 Did the command assign a primary duty Career Planning Officer as indicated in current tables of organization?  
\_\_\_\_\_ Reference: MCO 1040.31H, PAR 1001.2A
- 03-20 Was the career force Career Planner properly assigned?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 3001.3



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- 03-21 Did the Career Planner assigned have additional duties that either compromised the Career Planner's position or required the preponderance of the Career Planner's time?  
\_\_\_\_\_ Reference: MCO P1040, 31H, PAR 300.
- 03-22 Did the Career Planner have a assigned work area conducive to an effective careers planning program?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 30004
- 03-23 Did the command reenlist Marines at an appropriate, meaningful ceremony?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 4109
- 03-24 Was the Career Planner familiar with restrictions affecting further service authorizations? (service limitations).  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 4106
- 03-25 Did the Career Planner demonstrate satisfactory knowledge of the purpose of extension of enlistment?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 4200, 4201, 4202, AND 4203
- 03-26 Did the Career Planner demonstrate satisfactory knowledge of local command authority to execute extensions of enlistment?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 4202.6B AND PAR 4202.C
- 03-27 Did the Career Planner (with TFRS ACCESS) demonstrate satisfactory knowledge of TFRS procedures?  
\_\_\_\_\_ Reference: NONE (TO BE INCLUDED IN UPDATE OF MCO P1040.31H)
- 03-28 Did the command correctly format the message on the reenlistment or extension request?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 7002 AND FIGURES 7-2 AND 7-3
- 03-29 Did the command correctly complete the Reenlistment-Extension-Lateral Move request (RELM) (1220) NAVMC 110842?  
\_\_\_\_\_ Reference: MCO P1040.31, PAR 7003 AND FIG 7-4
- 03-30 Did the command correctly complete the agreement to extend enlistment (1133) NAVMC 321A?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 7009 AND FIGURE 7-5
- 03-31 Did the command have medical personnel screen the Marines Health Record prior to executing extensions of enlistment?  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 7004.5P
- 03-32 Did the command properly file the agreement to extend Enlistment (1133) NAVMC 321A? APPENDIX B  
\_\_\_\_\_ Reference: MCO P1040.31H, PAR 7004.6

## CAREER RETENTION PROGRAM

- 03-33 Is the Career Planner familiar with involuntary Separation Pay?  
Reference: MCO P1040.31H, APPENDIX C
- 03-34 Is the Career Planner familiar with and does the Career Planner understand the target enlisted progression pattern?  
Reference: MCO P1040.31H, FIG 1-1
- 03-35 Does the Career Planner have a thorough understanding of the organization of the enlisted retention section (MMEA-6), HQMC?  
Reference: MCO P1040.31H, FIG 1-2
- 03-36 Is the Career Planner familiar with the definitions of terms contained in Chapter 2 of the enlisted career planning and retention manual?  
Reference: MCO P1040.31H, PAR 2000
- 03-38 Is the Career Planner familiar with the reenlistment lengths?  
Reference: MCO P1040.31H, PAR 4100.6
- 03-39 Is the Career Planner aware of the reenlistment prerequisites?  
Reference: MCO P1040.31H, PAR 4100.3
- 03-40 Is the Career Planner properly completing the CO's recommendation/certification on requests forwarded to CMC?  
Reference: MCO P1040.31H, PAR 4102, 4104, 7003.2W
- 03-41 Is the Commanding Officer aware of his/her responsibilities regarding the CO's recommendation/certification and career planning interviews?  
Reference: MCO P1040.31H; PAR 4102 AND 6000, 6001. 6002
- 03-42 Does the Career Planner understand the career development policies?  
Reference: MCO P1040.31H, CHAPTER 5
- 03-43 Does the Career Planner present and overall outstanding military personal appearance, demonstrate a thorough understanding of MCO P1040.31H, display excellent communication skills (both written and oral), and does the Career Planner meet all prerequisites required for assignment to a career planning billet?  
Reference: MCO P1040.31H, APPENDIX B
- 03-44 Is the unit commander fully aware of the current FY FTAP goal and apportioning requirements?  
Reference: MARADMIN 394/99

CAREER RETENTION PROGRAM

03-45 Does the Career Planner, under the guidance of the Commanding Officer and command Sergeant Major, develop an adequate plan to meet the current FY FTAP goal?

Reference: MARADMIN 394/99

03-46 Did the Career Planner interview 100% of the command first term population?

Reference: MCO P1040.31H, PAR 6002

03-47 Is the Career Planner aware of all current reenlistment incentives (quarterly SRBP, duty station, and ect.)?

Reference: MCO P1040.31H, PAR 4100.3

03-48 Does the Career Planner correctly request/process lateral moves?

Reference: MCO P1040.31H, PAR 5003

03-49 Does the Career Planner provide transitional guidance to Marines who will not reenlist?

Reference: MCO P1040.31H, PAR 6002.1, 6002.2

03-50 Does the Career Planner refer Marines unwilling to reenlist in the active duty component to the local transitional Recruiter?

Reference: MCO P1040.31H, PAR 6002 L

03-51 Does the Career Planner afford separating Marines the opportunity to reenlist in to the Marine Corps Reserve for one year?

Reference: MARADMIN TO BE RELEASED BY MANPOWER, RESERVE AFFAIRS

045 RECRUITING / REENLISTMENT  
Functional Area Manager: MARFORRES  
Point of Contact: MSGT WOODDALL, DSN 678-4024  
Date Last Revised: 12 October 2001

045 00 NO SUBCAT FOR THESE STATEMENTS

045 00 001 Is the unit/staff interest/knowledge in consolidated recruiting requirements/required accessions of IRR/incremental IADT category program/reserve optional enlistment program/SRIP adequate?

Reference: MCO P1130.56B  
MCO P1001R.1G  
MCO 1001R.54D  
MCO 1500R.36E  
MCO 7220R.38B  
MCO 1133R.26D